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ABSTRACT

Designed to accompany the library handbook for freshman students at Rochelle Township High School, this workbook includes a variety of purposeful activities to reinforce the learning of basic library research skills and the use of tools. Topics covered include: how the Dewey Decimal System works; how to use the card catalog; how to locate books in the library and use basic sources of information, such as encyclopedias, yearbooks, dictionaries, almanacs, atlases, biographical sources, literary indexes, books of quotations, and Reader's Guide to Periodical Literature. Each exercise is accompanied by a set of questions for which students are expected to provide written answers. (JPF)

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STUDENT ACTIVITY WORKBOOK

for use with

FINDING INFORMATION in the LIBRARY

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Mary Jane Gibson
Mildred Kaczmarek
TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC) AND USERS OF THE ERIC SYSTEM."

IR006747

To

the Freshman English teachers

who willingly experimented with these activities in their classes and whose constructive recommendations have contributed greatly to this final form we appreciatively dedicate this booklet.

It is our goal that you

Freshman English students

who pursue these research activities will acquire the necessary skills to make use of the library and its resources efficiently and independently.

It is our intent

Teachers

to have devised a variety of purposeful activities to reenforce your classroom teaching of the accompanying handbook. Hopefully, this booklet will provide diverse choices for both required and optional practice in locating and using basic library tools.

June, 1977

Mary Jane Gibson
Mildred Kaczmarek
Librarians

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Learning How the Dewey System Works

The Dewey Decimal Classification classifies all materials in our library. Often the title will indicate what the material is about and you may look for it on the library shelves without consulting the card catalog when you are familiar with the Dewey System.

Refer to Page 60 of your handbook for the ten major classes and the numbers of the Dewey system.

Into what subject number and class name would you place these titles?

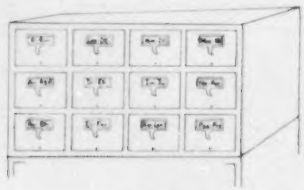
Example: The lessons of history	**900**	**History**
1. The pleasures of philosophy		
2. All about language		
3. Art treasures of the world		
4. So you want to go into journalism		
5. Pageant of Russian history		
6. New frontiers of medicine		
7. Sociology and social life		
8. Modern American literature		
9. A religious history of America		
10. Science, the never ending quest		

Often the title will not indicate the subject matter of a resource. In this case, the Dewey number will help you. Again, refer to Page 60 of your handbook to find the correct division of the numbers below.

Write a word or words describing the contents of the following books:

Example: Red giants and white dwarfs (523.1)	**Astronomy**
1. How to be yourself (070.4)	
2. Buy it right! (640.73)	
3. From pigeons to people (156.3)	
4. Flying free (598)	
5. Is that mother in the bottle? (410)	
6. Winter trees (81 .54)	
7. Organizing to beat the Devil (287.673)	
8. Enough wise men (973.3)	
9. A false spring (796.357)	
10. Why we can't wait (323.4)	

Learning to Use the Card Catalog



Subjects

AIRPLANES	DISASTERS	HORSES	OCCULT	SWIMMING
AUTOMOBILES	ENTERTAINERS	KARATE	PIRATES	TELEVISION
BASKETBALL	ESPIONAGE	MAGIC	RIDDLES	TRAVEL
CHESS	GAMES	MONSTERS	SEWING	WEATHER
COMEDY	HIPPIES	MURDER	SNAKES	WITCHCRAFT

From the list above choose **two topics** that you might like to research. Refer to the subject catalog to see what books our school library has on your topics.

Select one book for each topic and provide the following information from the catalog card.

1st topic _____

2nd topic _____

_____ Call number _____

_____ _____ Author _____

_____ Title _____

_____ _____

_____ Publisher _____

_____ Copyright date _____

_____ Number of pages _____

Many library materials have additional symbols located above or to the left of the call number. Refer to Page 12 of your handbook for a list of symbols used in our library.

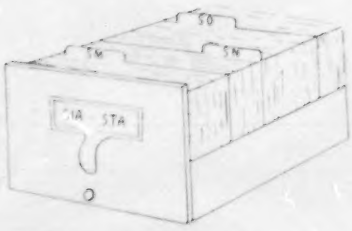
Give the call number and title for the **first reference book** on:

1. MYTHOLOGY ☐ _____

2. PHILOSOPHY ☐ _____

3. METEOROLORY ☐ _____

4. VOCATIONAL GUIDANCE ☐ _____



What is the call number and title of the **first fiction book** on:

1. SHIPWRECKS _____
2. AERONAUTICS _____
3. MAFIA _____
4. GREAT BRITAIN _____

Cross References

Some topics may not be listed in the card catalog under a name or term familiar to you. A "see" card refers you to the subject heading under which you will find your information.

Write the subject heading used in our library for the following topics:

1. DRAG RACING _____
2. FILMS _____
3. HOT RODS _____
4. OUTLAWS _____
5. WORLD WAR I _____
6. JOKES _____
7. GERMS _____
8. CHILD ABUSE _____

A "see also" card refers you to other subjects in the catalog where you may find additional material related to your topic.

What are the suggested subjects to which you are referred for more information?

1. PUZZLES _____
2. TEEN AGE _____
3. COURTESY _____
4. TUMBLING _____

Author — Title Catalog

You have been using the subject catalog; for the following activities you will need to use the author-title catalog.

Who wrote

1. In high places _____
   Mr. Nicholas _____
2. The 1940's _____
   And merely teach _____
3. PT 109 _____
   To catch a spy _____
4. 36 children _____
   On my own _____
5. Jellybean _____
   50 classic motion pictures _____
6. Comeback _____
   Dr. Johnson and his world _____
7. Airborne _____
   Woodwork step by step _____
8. Landlady _____
   Schoolmen and politics _____

Card Catalog — continued

What is the title and copyright date of the **most recent book** we have by:

1. Mary Stewart _____ _____
2. Thomas Tryon _____ _____
3. Jim Bishop _____ _____
4. Agatha Christie _____ _____

Locating Books in the Library

Arrange each row of call numbers as you would expect to find the books on the library shelves. Write the call numbers in the boxes to show the correct arrangement. (Note especially the author letter-numbers and title letters.)

1. Fiction	Fic D724cp	Fic D771sc	Fic D734r	Fic D724bk	Fic D77lit
	[ ]	[ ]	[ ]	[ ]	[ ]
2. SC	SC H327ls	SC H153u	SC H153la	SC H327bh	SC H153qt
	[ ]	[ ]	[ ]	[ ]	[ ]
3. Biography	921 W318k	921 W318e	921 W318a	921 W318f	921 W318c
	[ ]	[ ]	[ ]	[ ]	[ ]
4. Non-fiction	362.71 P762cu	362.734 G884bp	362.7 S855sa	362.734 D998ay	362.71 G563ca
	[ ]	[ ]	[ ]	[ ]	[ ]

Answer the questions about these titles by using the card catalog and locating the book. (Note: Some books for various reasons are shelved in special areas. Watch for the symbols in the call number.)

1. **Symbol Source Book** What is the call number? [ ]
   Where did you find it? _____
   What subject is covered on Page 54? _____
2. **Men of Athens** What is the call number? [ ]
   Where did you find it? _____
   On what Page does the story "The Head" begin? _____
3. **Eureka!** What is the call number? [ ]
   Where did you find it? _____
   On Page 183 what inventions are discussed? _____
4. **On City Streets** What is the call number? [ ]
   Where did you find it? _____
   Give the title of the poem on page 62 _____

Select from the shelves a book that contains the life story of a famous person. Give the call number and the subject of the biography. (Note: Both biographies and autobiographies receive a 921 Dewey number in our library.)

Call number _____ Subject _____

If you have never signed out a book from our library, use the biography from above to learn the procedure and sign it out *NOW!*

Using Basic Sources of Information

ENCYCLOPEDIAS

It is important to realize that all encyclopedias do not have the same information. Refer to your handbook for a list of the encyclopedias that are in our library. Choose three in which you will search for information. Use the index to find the articles you need, scan them quickly, and answer the questions on the following topics.

Names of encyclopedias	Volume	Pages
_____	_____	_____
_____	_____	_____
_____	_____	_____

1. Windmills

Windmills replaced animal muscle with wind as a source of power. In what century did they first appear in Europe? _____

What were some of the uses at that time? _____

_____

Much later the windmill was used as a source of electric power. When and where was the first one built? _____

The essential feature of a windmill is a rotating windwheel driven by the wind. What the wheel carries may be sails, metal vanes, propellers, or vertical-axis turbines. Name the type of windmill that you consider most interesting which you found illustrated in this research.

_____

Where did you find it? Encyclopedia _____

Volume _____ Page _____

Organizations such as NASA have pursued development of large wind-generator systems. Did you find a discussion of any successful experiments that may supply some of U.S. energy needs? _____

Encyclopedia _____ Volume _____ Page _____

Encyclopedias — continued

2. Divining rod

Describe briefly the appearance of a divining rod. _____

_____

For what purpose is it used in the U.S.? _____

_____

In Europe in the Middle Ages the instrument was first used for what purpose? _____

_____

The skill of using the rod is known as _____

Believers say the rod turns by itself: how do skeptics or scientists explain the users' apparent successes? _____

3. Electric automobile

In your search, you saw illustrations of the early "electrics." What famous make(s) did you find?

_____

Why did the electric automobile appeal to women? _____

_____

What factor limited the usefulness of the "electric" to city driving? _____

_____

In what decade did the electric automobile lose its popularity to the gasoline automobile?

_____

What speed did the average "electric" travel? _____

4. Lie detector

What is another, more accurate name for the lie detector? _____

What physical reactions that the lie detector records are considered the most reliable?

_____

Can the test results be used as legal evidence in court trials? _____

One of the first lie detectors was made by a medical student in 1921. What was his name?

_____

How many illustrations of the lie detector did you find in your search? _____

Encyclopedia Yearbooks

Annual supplements keep encyclopedias up-to-date with the latest information on a variety of subjects.

Referring to *Britannica Book of the Year 1977* or to *World Book Yearbook 1977*, use the index to search for information on one of the major earthquakes that occurred in 1976. (Reminder: Be sure to follow all "see" references that may appear in the index or in the text.)

Name of yearbook _____

1. T'angshan, China 2. Guatemala 3. Philippines 4. Van, Turkey

Date of occurrence _____

Richter scale measurement (if given) _____

Death toll _____

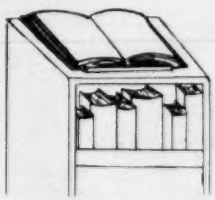
Where in the U.S. have research efforts been made to improve earthquake predictions?

_____

Using the alternate yearbook, find the date of death of the following prominent people who died in 1976.

1. Agatha Christie _____
2. Howard R. Hughes _____
3. Richard J. Daley _____
4. Rosalind Russell _____

Unabridged Dictionaries



Dictionaries are basically books about the usage of words; however, they provide many other kinds of information. Using either *Webster's Third New International* or *Random House* unabridged dictionaries find the answers to the questions below.

Title of dictionary you used _____

1. How long is a *great blue heron?* _____

   Where is *Victoria Day* observed as a holiday? _____

   What special ability does a *mongoose* have? _____

   _____

2. Name the person whose surname is contained in *gerrymander.* _____

   What two words describe the protective covering of an *armadillo?* _____

   _____

   In what century was a *toque* popular? _____

3. Of what genus is the *tsetse fly?* _____

   How tall is a *yak?* _____

   Where would you look for a *fetlock?* _____

4. Find a picture of a *hacksaw.* On what page did you find it? _____

   What is the chemical symbol for *toluene?* _____

   What unit of measurement is a *micron?* _____

A Thesaurus (Dictionary of Synonyms)

To find words to substitute for those underlined in the exercise, use either *The New Roget's Thesaurus* or *Webster's Collegiate Thesaurus*. Select three that you think are more descriptive or vivid than the italicized word.

Name of thesaurus _____

1. her *sneaky* ways _____ _____ _____
2. his *grand* manner _____ _____ _____
3. *endure* the pain _____ _____ _____
4. a state of *panic* _____ _____ _____

Almanacs

Almanacs enable you to find quickly useful facts and statistics on many subjects. Use the index of *Information Please Almanac* and/or *World Almanac* to find the miscellaneous information that answer the questions below.

Give the name of the tallest building in

1. New York City _____
2. Chicago _____
3. Houston _____
4. Boston _____

What is the name of the hurricane that occurred on

1. Oct. 14, 1954 _____
2. June 27, 1957 _____
3. Sept. 22, 1967 _____
4. June 20, 1972 _____

How many calories in

1. 4 saltines _____
2. 1 banana _____
3. 1 ear of corn _____
4. 1 cup tomato juice _____

What is the zip code for

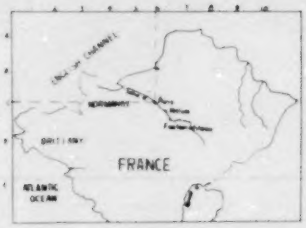
1. Des Moines, Iowa _____
2. Tyler, Texas _____
3. Green Bay, Wisconsin _____
4. Pensacola, Florida _____

It is 2:00 P.M. (CST) in Chicago. What time is it in

1. Denver, Colorado _____
2. Seattle, Washington _____
3. Miami, Florida _____
4. Lincoln, Nebraska _____

What movie won the Academy Award for best picture in

1. 1970 _____
2. 1958 _____
3. 1964 _____
4. 1973 _____



Atlases

Using the index in an atlas is vitally important in finding specific maps, places, and geographic information. Complete the following exercises to help you understand the organization of this type of reference.

PLEASE DO NOT MARK MAPS WITH YOUR PEN!

Which city is further west? Give meridian of longitude.

1. Berlin or Hamburg, Germany _____ _____ _____
2. Calcutta or Madras, India _____ _____
3. Kiev or Kharkov, Russia _____ _____
4. Sidney or Melbourne, Australia _____ _____

In which state are these small towns located? What is the approximate latitude of each? Circle the town which is farther north.

1. Bridal Veil _____ _____ Twig _____ _____
2. Bowlegs _____ _____ Only _____ _____
3. Birds _____ _____ Crooksville _____ _____
4. Midnight _____ _____ Goodnight _____ _____

Name four:

1. Countries located in Central America

_____ _____

_____ _____

2. European nations that border on the Mediterranean Sea

_____ _____

_____ _____

3. Neighboring countries of India

_____ _____

_____ _____

4. Large bodies of water bordering Africa

_____ _____

_____ _____

Atlases — continued

Give the elevation of these mountain peaks and the state in which they are located.

1. Mount Rainier _____ _____
2. Mount McKinley _____ _____
3. Mount Whitney _____ _____
4. Mount Elbert _____ _____

What two major bodies of water are connected by the following?

1. Suez Canal _____ and _____
2. Panama Canal _____ and _____
3. Sault St. Marie Canal _____ and _____
4. Cape Cod Canal _____ and _____

Biographical Sources

Refer to *Twentieth Century Authors* or its *Supplement* to find some information about each of the following authors. Determine whether each is a writer of detective stories, plays, novels, biographies, histories, poems, etc. What are the titles of two important works?

1. Charles Austin Beard
   Willa Cather
2. Marianne Moore
   John Steinbeck
3. Agatha Christie
   Lillian Hellman
4. Irving Stone
   Rex Stout

Author _____ Author _____

Type of writing _____ Type of writing _____

Two works: _____ Two works: _____

_____ _____

Refer to the latest volumes of *Who's Who in America* to find this information.

1. What is Shirley Chisholm's maiden name? _____
   What award did she win in 1963? _____
2. Where does Al Hirt live? _____
   At which president's inaugural ball did he play? _____
3. Where was Kim Novak born? _____
   When did she make her motion picture debut? _____
4. What year did Charles Percy run for governor of Illinois? _____
   In what year was he elected to the U.S. Senate? _____

Use the cumulative index to volumes 1-64 of *Contemporary Authors* to find the correct volume in which the article on each of these authors appears.

1. Conrad Aiken
2. Robert Lowell
3. Richard Eberhart
4. William S. Merwin

Scan the article to answer the following questions.

Author _____ Volume _____

When was he born? _____ Has he died recently? _____

If yes, in which volume does his obituary appear? _____

In what year was he awarded the Pulitzer Prize for poetry? _____

What is the title of the award-winning work? _____

Consult the indexes to *Current Biography* for the appropriate yearly volume to answer the following questions.

What year and for what pro football team were these players first drafted?

1. John Unitas _____ _____
2. Bart Starr _____ _____
3. Larry Brown _____ _____
4. Joe Namath _____ _____

Quickly read or skim the article to answer these specific questions concerning:

1. Hazel Gladys Bishop, a research chemist, who developed a new product which improved women's cosmetics. What was it? _____
2. Svetlana Alliluyeva who made news in 1967 when she sought political asylum in the United States. Who was her famous father? _____
3. Dr. Jonas Salk who became famous when he discovered a new anti-polio vaccine in 1953. What other vaccine has he developed? _____
4. Howard Cosell who is best known as the most controversial sportscaster in the U.S. What was his first profession? _____

Literary Indexes

Consult either the Fifth or Sixth Edition of *Granger's Index to Poetry* to find a poem on the following subject.

Be sure to use the SUBJECT index and follow any cross reference necessary. Write a title and its author of a poem about:

1. a tramp
2. a priest
3. a blue car
4. an escalator

Poem _____ Author _____

Literary Indexes — continued

Below are some first lines of poems. Use the TITLE AND FIRST LINE index of *Granger's* to find the poem and the name of the author. Write down a letter symbol of an anthology and its call number which we have in our library. (Remember: There will be a call number written by the symbol if we have the collection.)

1. "One summer's day in the month of May"
2. "There is something in the autumn that is native to my blood"
3. "I never thought that youth would go"
4. "Freedom is a hard-bought thing"

Author _____ Title _____

Symbol _____ Call number of anthology [ ]

Books of Quotations

Use the key word index to either *Barlett's Familiar Quotations, Stevenson's Home Book of Quotations* or *The Oxford Dictionary of Quotations* to find the origin of the following lines.

Write the name of the author

1. "None but the brave deserve the fair!" _____
2. "The worst is yet to come" _____
3. "A soft answer turneth away wrath" _____
4. "Music hath charms to sooth the savage breast" _____

These are lines from days of the week rhymes. Using the key word index find the complete rhyme. Write the line that refers to Thursday.

1. "Marry Monday, marry for wealth"

   _____

2. "They that wash on Monday have all the week to dry"

   _____

3. "Monday's child is fair of face"

   _____

4. "Solomon Grundy born on Monday"

   _____

Readers' Guide to Periodical Literature

Magazine articles present a wide variety of up-to-date information on contemporary issues. In order to reach this current information the *Readers' Guide* is indispensable.

What is the meaning of the following abbreviations which the *Readers' Guide* uses?

1. Ag _____	S _____	q _____	Aut _____
2. il _____	tr _____	Spr _____	m _____
3. por _____	w _____	+ _____	Ja _____
4. Jl _____	Mr _____	rev _____	bibl _____

The *Readers' Guide* arranges subdivisions of general subjects by using centered headings in each column. By using the appropriate headings, find an article on the topics below. Answer the questions concerning the article you have selected.

1. air pollution laws
2. national parks in the U.S.
3. college education costs
4. petroleum prices

Subject _____ Title of article _____

Is there an author? _____ Who? _____

Are there pictures? _____ How do you know? _____

Name of magazine _____ Date of magazine _____

Pages _____ Does RTHS library carry the magazine? ___

The *Readers' Guide* uses cross references much like the card catalog. **Abbreviations are found at the beginning of each alphabetical listing.** Under what subject heading can you find magazine articles for your topic if you wish to

1. prepare a Chinese dinner _____

   buy a CB radio _____
2. read about mountain climbing _____

   participate in TA _____
3. report on new fabrics _____

   follow the controversy on the SST _____
4. find pictures of dirigibles _____

   explain IQ scores _____

An important subhead that is used under several subject headings is "Criticism, plots, etc." You will find it under "Dramas", "Moving picture plays", "Musical comedies, revues, etc." and "Operas".

Below are listed some musical comedies with the year in which they first appeared in or returned to New York. Using the annual volumes of *Readers' Guide*, find two articles that our library has which review the musicals. Write the entry for each of the articles you selected.

1. *The Chorus Line* (1975)
2. *Gypsy* (1974)
3. *My Fair Lady* (1976)
4. *Fiddler on the Roof* (1977)

Title of the musical	Magazine	Vol: Page	Date
_____	_____	_____	_____
_____	_____	_____	_____

For review, refer to the card catalog to see whether or not the library has a copy of the book or a recording (or both) of these musicals.

Title of the musical _____

Is there a copy of the book? _____ If so, give the call number [ ]

Is there a recording? _____ If so, give the call number [ ]

Readers' Guide — continued

Another helpful subheading centered in the column under the main heading is "about". Locate an article under that subheading **containing a picture** of

1. Henry Kissinger
2. Richard Nixon
3. Edward Moore Kennedy
4. Ralph Nader

Name of magazine _____ Date of magazine _____

Pages _____ Is the magazine in our library? _____

If you have never checked out a periodical from our library, use the magazine from the exercise above to learn the procedure. Refer to Page 31 of the handbook for the required information needed on the call slip.

Since this is a practice activity, you need only request one magazine on the call slip instead of the usual three.

Example:

***Newsweek* 88:52 + 018, '76**

Publication of this booklet was made possible by a De LaFayette Reid Memorial Grant awarded to the authors at the Illinois Library Association Conference. *November, 1976.*